

ASSISTANT FIRE PUBLIC INFORMATION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in the Office of Public Information of the fire department, the primary duty of which is assisting the Fire Public Information Officer in the development and implementation of the department's public relations programs and projects. The employee of this class gives talks, lectures, and demonstrations to civic organizations and school groups, answers questions for the public about the operations of the department, and participates in public education programs sponsored by the department. The Assistant Fire Public Information Officer prepares written statements, newspaper articles, news releases for the fire department, and may serve as a representative of the fire department to the news media, as assigned. The employee of this class receives assignments from, reports to, and has work reviewed by Fire Public Information Officer.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Public Information Officer in the development and implementation of the department's public relations programs and projects. Represents the fire department before public and private organizations providing information related to fire department operations and activities. Promotes goodwill through such publicity efforts as speeches, exhibits, films, tours, and question/answer sessions. Assists in coordinating special projects related to public relations, or to the enhancement of a positive public image of the department. Participates with public fire education programs sponsored by the fire department, and assists with organizing fire department participation in fund raising activities. Arranges for advertising time and space for public service announcements, or makes media purchases, as needed.

Writes reports, and completes records and forms, as required. Compiles information and data, and prepares written statements, newspaper articles, news releases, or official department position papers for review by the Fire Public Information Officer. Prepares letters in answer to inquiries about department operations, or to respond to problems or complaints.

Provides information to and increases awareness of the public regarding special fire hazards, the occurrence of fires in the area served, and suspected arson activity. Responds to alarms and serves as information officer for the news media, and as

coordinator in minor incidents between firefighting and emergency response personnel. May work with the arson investigation personnel in order to relay non-technical information to the news media.

Acts as consultant to other area fire departments providing technical assistance. Keeps informed on modern fire suppression and fire prevention methods. Monitors local conditions which may become fire or safety hazards. Makes recommendations on local trends that may affect the fire service.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be at least eighteen (18) years of age.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least three (3) years experience in fire suppression, training, or fire prevention with a full-time, paid fire department.

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11-18-04
04-02-09
04-21-11
05-15-14